



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Assistant Treasury Program Officer/
Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$3481 - \$4155 Asst TPO
\$4111 - \$4997 Assoc TPO

DUTIES:

Under the general supervision of the Treasury Program Manager I of the State Investments Clearance Unit, [Securities Management Division](#), the incumbent acts in a lead capacity to perform complex technical and analytical duties related to the Section's responsibilities as legal custodian for the Pooled Money Investment Account (PMIA), the State Lottery Fund, State Compensation Insurance, and 10 other investment accounts.

Essential Functions

- Performs complex activities associated with the purchase, sale and redemption of securities for the PMIA. Ensures all transactions are entered into the automated system to complete purchase and sale instructions provided by the STO's Investment Division. Transmits the completed security transactions document to the Treasurer's Custodian, Citibank to secure the PMIA's investments are processed within the prescribed timeframes and settled before the market deadline.
- Coordinates with major financial institutions and the Federal Reserve System for resolution of major scheduling and delivery problems and maintains frequent communication with the Citibank. Monitors the payment and collection of monies associated with the trades through Bank of American and Citibank. Verifies redemption and interest amounts through the Bloomberg inquiry system or other sources.
- Responsible for completing a monthly market valuation of securities held by the STO for its PMIA, as required by Government Code.
- Responsible for preparing the monthly Securities Accountability Report for the Securities Management Division and ensuring it's accuracy, by gathering and analyzing information received from all analysts in the Division.
- Performs routine and complex activities associated with the purchase, sale, and redemption of invested securities held for SCIF, the State Lottery Fund, and 10 other miscellaneous investment fund portfolios.
- Communicates with other divisions of the STO, Citibank, SCIF's asset management firm (Conning), Bank of America, other state departments and agencies, brokers, and private companies on a continuous basis to ensure transactions are processed accurately and timely.
- Reconciles monthly bank asset reports for Time/Demand/Agency accounts in the Pledged Collateral Program.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Ability to quickly acquire technical knowledge.
- Ability to handle multiple assignments and critical deadlines.
- Demonstrated ability to write and verbally communicate well.
- Computer skills.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment eligibility as an Assistant Treasury Programmer Officer or Associate Treasury Program Officer or equivalent classification may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply in interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-620-4223-001" next to the classification on your application/resume, i.e. Associate Treasury Program Officer (820-620-4223-001).

FINAL FILING DATE:

Applications will be accepted until filled. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the Information Division at (916) 653-4062 or TDD (916) 654-9922.